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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

Index:  
Shipping  
(Shipping Documents  
(Distr. of))

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 79.3

Cancellation of Shipping Instructions

In the event it becomes necessary to cancel shipping instructions on which Notices to Deliver, Forms FDA-194 or CCC-107, have been issued to vendors and warehousemen, you should adhere to the following requirements in making such cancellations:

1. Notify vendors and warehousemen that the "Notice to Deliver" is being cancelled; do not inform the shipper that the "order" is being cancelled.

This is especially important in cancelling any shipping instructions previously issued to vendors with whom purchase contracts are in existence.

2. Make sure that all shipping documents pertaining to the shipping instructions are cancelled at the time the "Notice to Deliver" is cancelled. Mark "cancelled--date" on each document and make a note as to the reason for cancellation. The initials of the person authorizing the cancellation should then be placed on the document under the note.

This provision does not apply to the cancellation of order tickets. Instead, "Correction - Cancellation Memorandum," Form CCC-289, will be issued for order ticket cancellations. For the preparation of this form, see Shipping and Storage Branch Memorandum No. 40.3, dated August 1, 1945.

It is important for these requirements on the cancellation of shipping instructions to be followed because vendors misunderstand your instructions when the term "order cancellation" is used. Generally vendors claim termination of contract charges when "order cancellation" is used in cancelling shipping instructions.

Also, the requirements outlined above are important to us in Shipping and Storage because our records should be complete and understandable for each shipping transaction which takes place.

*H.O. Warlick Col. G.S.C.*

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Director, Shipping and Storage Branch

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